

Dear Prospective Board Candidate

Thank you for your interest in serving on the 3 Rivers Co-op Board of Directors. We ask that you read over the enclosed information carefully before filling out the application. Please feel free to contact us with any questions that you may have; we look forward to meeting you!

The Board of Directors has a duty to represent the owners of the 3 Rivers Co-op, not a particular constituency, and to act in the owners' best interests. They do by providing visionary leadership and oversight regarding our "big picture" mission, not by getting involved with daily operations of the store. This work is done using the Policy Governance Model, wherein policies are written to clearly express the guidelines that the General Manager must abide by.

To be eligible to run for the board of directors you must be a fully vested owner of the co-op, in good standing without a substantial conflict of interest resulting from an affiliation with any enterprise that is in competition with the Co-op. Board members may not be current employees of the 3Rivers Food Co-op.

If you are elected to the board you are committed to meet with the board every **third Monday of the month from 6:00-8:00 pm**, and impromptu meetings when necessary. In addition to the mandatory meetings you can expect to spend up to an additional hour every week preparing for board meetings, as well as participation on committees. In return you will receive a 10% store volunteer discount.

In addition to regular monthly meetings, directors are expected to attend additional trainings that the board determines are necessary for educational or planning purposes. The Board currently schedules annually a 1-day retreat, usually in late September and director attendance is mandatory. Additionally, as part of their orientation to cooperative board work, we strongly encourage all directors to attend class on a Saturday in mid-May in Mount Pleasant, Michigan. This class is entitled Cooperative Board Leadership, or CBL 101, and is offered by CDS Consulting Co-op in a number of dates and locations around the country.

Applications must be turned in by August 15th and the elections take place in October. We are a 9 member Board, 3 seats are elected each year to fill a 3 year term, any appointed seat is up for election at the next election.

Mission Statement

The mission of the 3 Rivers Food Co-op is to operate a full line grocery store with an emphasis on whole, natural foods. We are structured on and operate under the cooperative principles. Open to the public, we cater to consumers interested in organic and environmentally conscious products. Service is our priority while providing products at fair prices. In addition we seek growth through education of members and the larger community about healthful living and cooperative

Board Interpretation of Mission Statement

Organizations will accomplish their mission according to the culture in which they exist and according to the personality each organization developments. Adhering to Cooperative Principles and maintaining commitment to Service, Education, and Environmentally Conscious Products, this Cooperative is what it has been from its formation; a family oriented community with the personality of the proverbial mom and pop neighborhood grocery. We are contemporary and provide opportunities for owners to support or resist relevant issues with concerns without engaging in overt activism as a cooperative entity. The Board remains committed to providing a relaxed and welcoming environment for both owners and customers to gather for community and commerce.

Cooperative Principles

The Three Rivers Food Co-op conducts its business in accordance with the following cooperative principles that were adapted from the International Cooperative Principles.

-Open Ownership

Ownership is open to everyone

-Democratic Control

Each owner has one vote. All owners are encouraged to vote for board of directors elections and any proposed by-law changes.

-Member Economic Participation

Members contribute capital equitably and patronize the co-op

-Autonomy and Independence

The co-op and its members control their own destiny.

-Education

Committed to providing its owners with the knowledge they need to build a strong cooperative and serve the needs of the member community.

-Cooperation among cooperatives

Co-ops actively support other co-ops at local, regional, state, national and international levels.

-Concern for community

Co-ops work for sustainable development of their communities through policies accepted by their members.

BOARD OF DIRECTORS
APPLICATION/NOMINATION FOR ELECTION



Three Rivers Food Co-op, Inc, /Three Rivers Co-op Natural Grocery
1612 Sherman Blvd. Fort Wayne, IN 46808

FILING DEADLINE: August 15

Co-op Mission: The mission of the Three Rivers Food Co-op is to operate a full-line grocery store with an emphasis on whole, natural foods. We are structured on and interested in organic and environmentally conscious products. Service is our priority while providing products at fair prices. In addition, we seek growth through education of members and the larger community about healthful living and cooperative philosophy.

Roles of the Strategic Board: A strategic board creates, leads, assesses, and provides accountability. A strategic board maintains focus on the purpose of the organization and envisions for its future.

- A strategic board creates policy that ensures the organization will produce goods and services consistent with owner interests and protect owner assets.
- A strategic board leads by understanding owner needs, in the present and with a view to the future.
- A strategic board assesses by monitoring all of its policies. The board monitors itself to ensure prudent and ethical oversight of the organization. The board monitors those aspects of management performance that warrant guidance through policy. This safeguards against that which is unacceptable in the course of operating a business.
- A strategic board provides accountability through systems of process. Systems of process that provide accountability include maintenance of records and consistent communication with owners.
- A strategic board does not micro-manage operations and is not involved the operational decisions.

The Board of the Three Rivers Food Co-op functions through policy governance. The will of the board is expressed in one voice through bylaw and policy. The board does not express its values or perspectives apart from bylaw and policy. Bylaw and policy guide all organizational decisions, practices, budgets, and goals.

Instructions: Please print your responses below. Your name and answers to selected questions, from the attached additional forms, will be printed in the October issue of Currents, the Three Rivers Food Co-op's newsletter. Member voting occurs in October, and you will be notified of the results of the election by November 15. The new board term commences December 1.

Name:-----Email:-----

Address-----

Home Phone: ()-----Work Phone: ()-----Cell Phone: ()-----

Direct experience and co-op industry knowledge (length or co-op membership, volunteer work, employment, service on Board committees, prior Board service, etc.).

Other Board of Directors Service (Name of Organization(s), Date(s), and Office(s) held):

Why do you want to be a member of this Board (Include such things as skills, vision for the Co-op, etc.)?

Briefly explain what you believe are two key issues facing the Co-op and how you believe these issues could be addressed:

How much time (hours per month) are you able to devote to fulfill the obligation of appointment?

NOTE: Board meetings are held the third Monday of every month at 6:00 p.m. in the store facility. The Co-op bylaws state that a director cannot miss two consecutive business meetings. Directors must also attend the Annual Membership Meeting. It is mandatory that newly elected Directors attend the first business meeting of their term. Board of Directors nominees must be at least 18 years old and owners in good standing with the Three Rivers Food Co-op, Inc.

Conflict of Interest Statement

For Directors and Committee Members

Three Rivers Food Co-op, Inc. policy C5 states: "Directors must demonstrate unconflicted loyalty to the interests of the Cooperative's owners. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups, membership on other Boards or staffs, and the personal interest of any director acting as an individual consumer or member."

No member of the Three Rivers Food Co-op, Inc. Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Three Rivers Food Co-op, Inc. Each individual shall disclose to the Three Rivers Food Co-op, Inc. any personal interest which he or she may have in any matter pending before the Co-op and shall refrain from participation in any decision on such matter.

Any member of the Board or Committee who is an officer, Board member, a committee member, staff member, of a loan application agency shall identify his or her affiliation with such agency or agencies; further, with any connection with credit policy or board action specifically directed to that agency and the decision must be made and/or ratified by the full board.

Any member of the Board or a committee shall refrain from obtaining any list of member owners for personal or private solicitation purposes at any time during the term of their affiliation.

AT this time, I am a Board member, a committee member, or an employee of the following organizations:

(list)

This is to certify that I, except as described below, am not now or at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with Three Rivers Food Co-op, Inc. which has resulted or could result in personal benefit to me.
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Three Rivers Food Co-op, Inc.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether indirect or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Three Rivers Food Co-op, Inc.

(list)

Date: _____

Signature _____

STATEMENT OF CONFIDENTIALTY

Board members acknowledge and agree with Board Policy: Code of Conduct, and find that the corporate matters and documents of the Three Rivers Food Co-op, Inc., including financial data and operational information of the corporation, shall be treated as highly confidential and shall not be disclosed or disseminated to any party except the members of the Board of Directors, appropriate committee members, and the general manager. This confidentiality is intended to include details of management compensation and personnel issues as disclosed to the board by management, the business plan, budgets, and any operational data that could create conflict within operations, or benefit competition. It is the intent of the Board to provide owners with information on board processes in compliance with bylaws, policy, and standard ethics of transparency. Examples of information not considered confidential are bylaws, board policies, board minutes, or any other information of public record. Board members, as well as non-board committee members, shall be required to sign this statement of confidentiality. Questions that may arise about the interpretation of this statement are to be referred to the full Board of Directors.

Signed _____

Dated _____